

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Application Date Application Number Department of Education Office of Administrative Services Regional Education Services Division Date Received Date Completed Application Number Atlanta GA 30334 MAY 1 8 1981 | MAY 2 8 1981 2. Person to Contact Working Title Telephone Number Mrs. Connie Hunt Principal Secretary 656-2446 3. Action Requested b. Dispose of present accumulation; no further accumulation anticipated. c.

Amend Application No. _____ Check One:

Change;

Supercede;

Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest Yearly Status Report On CESA Operations Files 1977 To Date 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Regional Education Services Division is responsible for providing liaison services between the State Department of Education and the 187 local school systems and 16 CESAs (Cooperative Education Service, Agencies). It provides monitoring in administrative areas dealing with State Board of Education policies and State laws; administers state school standards through on-site appraisal of standards applications; assists local school systems in the development of local facility plans; conducts pupil-teacher ratio and attendance audits; provides liaison services to accrediting agencies and principals' organizations; compiles school systems data for directories, school calendars, and the State legislature. These services are provided through the Division Director, 10 Regional Directors (located in offices throughout the state), and I Administrator assigned to work with the principals' organizations. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. providing an annual status report of each CESA, as required by state Documents relating to: board policy. Included are: individual Annual Reports from each CESA. File is arranged: chronologically by calendar year. How often are records referred to which are: 8. Monthly Reference Rate 4 ; Seven to twelve months old _____ 4 ; Thirteen to twenty-four months old ____ One to six months old _____ twenty-five months and older _______0 ? 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) ______ inch

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N/A	e. When one or to documents be			necessary to keep the entire file for a long per	iod, could these
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